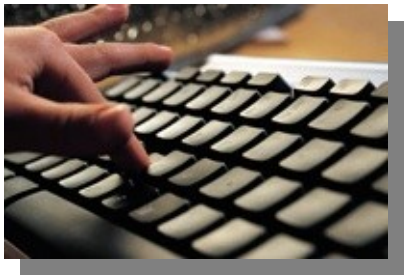


VAM & Fleet Management Plan

Presented By

William Gookin

Mercury Associates

7/31/13

Why Conduct a VAM?

- 2002 - OMB requested review of federal fleets - Key recommendation to create and implement VAM
- 2005 - GSA releases FMR Bulletin #9 (superseded by B-30)
- 2009 - 41 CFR Part 102-34.50 (b)
  - Agencies must establish and document a structured vehicle allocation methodology to determine the appropriate size and number of motor vehicles (see FMR Bulletin B-30)
- 2009 – E.O. 13514 – “Federal Leadership in Environmental, Energy, and Economic Performance”
- May 24, 2011 – White House issues Presidential Memo
- Aug. 22, 2011 – GSA Bulletin B-30 & VAM Reporting Tool

www.gsa.gov/VAM

- **Bulletin B-30 provides guidance to Executive Branch agencies on conducting an annual VAM to determine the optimal fleet inventory to meet the agency's mission requirements and identify resources necessary to operate those fleets effectively and efficiently.**
- **Outcomes:**
  - **Annual completion of Agency VAM**
  - **Annual reporting of VAM Results (Reporting Tool)**
  - **Annual Fleet Management Plan (FMP) for submission to GSA and OMB**
- **Agency VAM and Fleet Management Plan due NLT February 17**
- **OMB likely to provide Agency fleet funding based on successful completion of VAM and FMP**

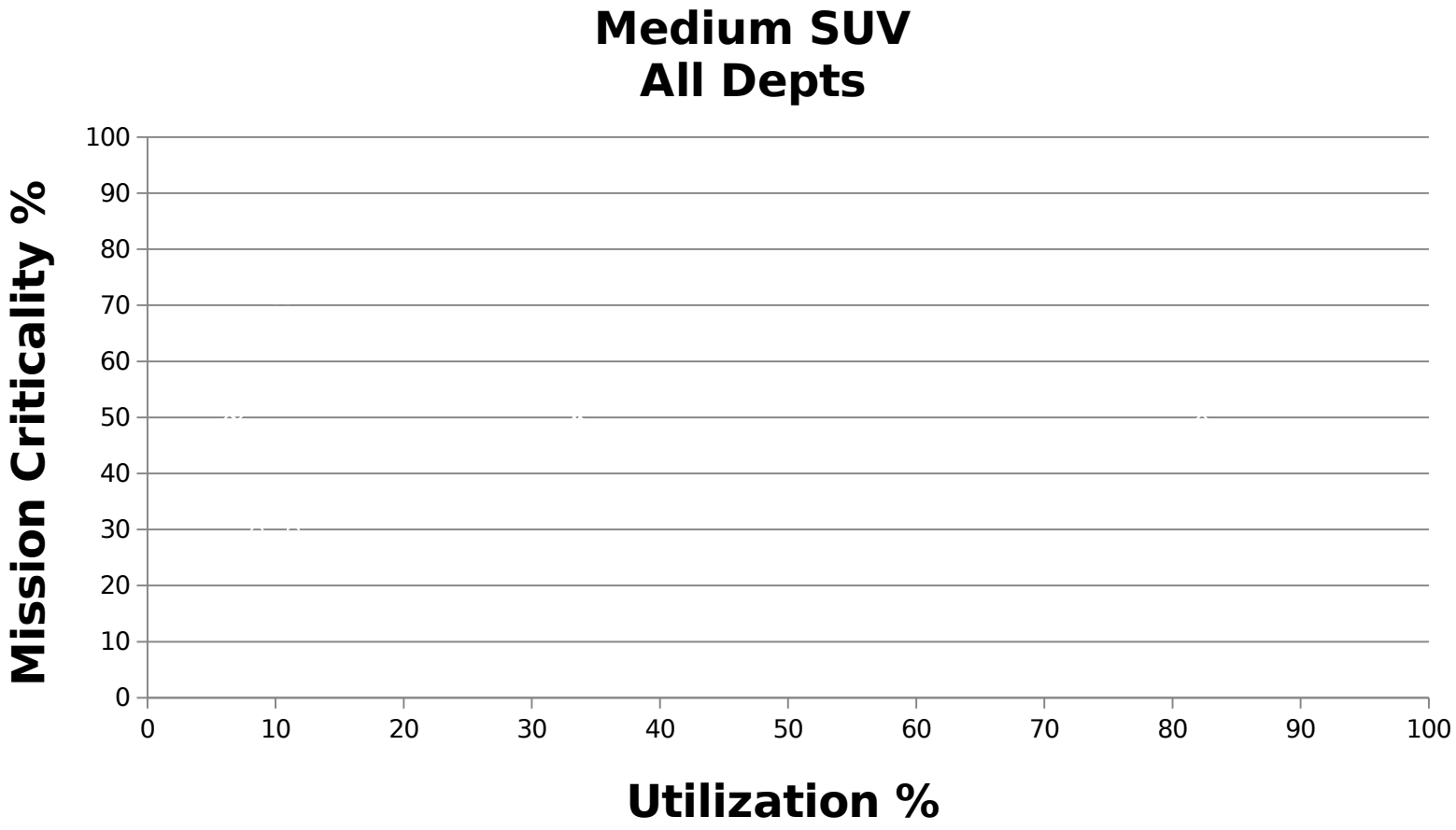
Criteria

- **Utilization**
  - **Number of trips, hours used, and/or miles traveled**
- **Criticality**
  - **Assessment of vehicle importance to mission regardless of utilization level**
- **Vehicle Justification**
  - **Your justification process should use utilization, criticality, and survey responses to make recommendations for vehicle actions such as:**
    - **Eliminate (high potential for removal)**
    - **Questionable (some potential for removal)**
    - **Retain**

VAM Process Basics

- **The VAM consists of 3 basic components:**
  - **1) Collection & analysis of inventory**
  - **2) Data call (questionnaire/survey) of vehicle users**
  - **3) Responses that help you to recommend:**
    - **Vehicle retention/elimination**
    - **Vehicle type**
    - **Potential for use of alternative fuels**

One Way to Explain Your VAM



Fleet Management Plans

What you should include:

(A) Describe the agency mission, organization, and overview of the role of the fleet in serving agency missions.

(B) Criteria for justifying and assigning vehicles (including home-to-work vehicle assignments).

(C) Provide explanation for reported fleet size and cost changes or not meeting agency VAM projections.

(D) Describe of efforts to control fleet size and cost.

(E) Provide an explanation of how law enforcement vehicles are categorized within the agency (See FMR Bulletin B-33).

Fleet Management Plans Cont.

What you should include:

(G) **Describe your vehicle replacement strategy and results to include:**

(1) The schedule the agency will follow to achieve its optimal fleet inventory.,

(2) Agency plans and schedules for locating AFVs in proximity to AFV fueling stations.

(3) Vehicle sourcing decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially.

Fleet Management Plans Cont.

What you should include:

(H) A description of the agency-wide Vehicle Management Information System (See FMR Bulletin B-15).

(I) Plans to increase the use of vehicle sharing.

(J) Impediments to optimal fleet management.

(K) Anomalies and possible errors.

(L) A summary and contact information.

(M)Identify your budget person (A-11)

QUESTIONS & DISCUSSION